15 January 1979

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NOTE FOR:	
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In deliberations on the new APEX manual, please give consideration to the following:

a. The APEX manual should be an administrative document that can be made available in an unclassified volume of regulations, be given to contractors, to the Congress, to Non-NFIB members and anyone that has official reasons for use.

The APEX System itself should be unclassified information about the system and modifications or changes should also be unclassified.

Access to it's manual should not require access approval to APEX. Shouldn't require the admin access if one is employed.

I have no problem with the idea of trying to classify the APEX manual but it might take some doing.

- b. Codewords cannot be classified since they do not meet requirements of E.O. 12065. Use of codewords alone in documents cannot force the placing of the document in APEX controls.
- c. Some effort should be made to include as an attachment, single points of contact or registry within each department or agency, rather than the hundreds we have now. This should give Room addresses and telephone numbers.
- d. The ideas of samplars of a cover sheet, receipt and addressing format is a good one and consideration should be given to continuing this idea.
- e. Janet asked this marning if SECOM or SSC would control such things as numbers and stamps, etc. She heard say SECOM would and this seemed to trigger some apprehension about SECOM assuming more and more of the SSC functions. The manual should include some directory of units and their specific responsibilities.

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questions as the manual i we should discuss them in W.G.'s, I think it a good Steering Group with a req face of conflicting recomshould be a continuing pr drafting (and implementat to make the first submiss though it might be the bin has agreed that	quest for resolution in the mmendations/opinions. This rocess over the period of tion?) so I see no reason sion all enclusive even	STAT
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